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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	Chief, Audit Division, I&S 2311 "L" Building	<i>EP</i>	31 March
2	Deputy Comptroller 209 Central Building	<i>JP</i>	10 Apr 51
3	Comptroller 209 Central Building		
4			
5			
FROM		INITIALS	DATE
1	Finance Division 2024 "L" Building	<i>WJ</i>	30 March 51
2			
3			

<input type="checkbox"/> APPROVAL	<input type="checkbox"/> INFORMATION	<input type="checkbox"/> SIGNATURE
<input type="checkbox"/> ACTION	<input type="checkbox"/> DIRECT REPLY	<input type="checkbox"/> RETURN
<input type="checkbox"/> COMMENT	<input type="checkbox"/> PREPARATION OF REPLY	<input type="checkbox"/> DISPATCH
<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS:

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30 March 1951

MEMORANDUM

TO : The Comptroller

THRU: Chief, Audit Division, I&S *EW*  
Deputy Comptroller *EW*

FROM: Acting Chief, Finance Division

SUBJ: Reimbursement for Mileage and Parking Fees for Use of Privately Owned Automobiles in the Metropolitan Area

1. In accordance with your request, we submit the following comments with respect to the attached recommendation of the Training Division that parking fees and reimbursement for mileage be allowed training instructors while using privately owned automobiles for official business in the Metropolitan area.

2. In June of 1950 after having noticed a marked increase in the number of requests for reimbursement of such items from the Training Division as well as many other components of the Agency, the question of allowability for such items was raised at a staff meeting held by the Executive. After discussion of the problem it was determined that the Finance Division should not continue to allow such claims except where the need therefor had been clearly established and proper travel orders had been issued. This exception was intended to provide for regular trips to covert training sites outside the city but in the nearby area. For trips within the city, it was determined that public transportation or transportation furnished by the motor pool, including permanently assigned vehicles, should be utilized. If these facilities were not satisfactory, it was determined that the matter should be taken up with the then Administrative Staff, with a view toward assignment of more vehicles or other appropriate action. This information was given to the offices concerned in late June of 1950, which apparently is the basis for the statement in Para. 4 of the attached memorandum that the Finance Division on 1 July 1950 ruled that no further reimbursement would be allowed for mileage charges within the District of Columbia.

3. We interpret the Travel Regulations to include parking fees and other miscellaneous expenses in the reimbursement at .07 cents per mile if such is granted. If this interpretation is correct, it would not appear appropriate to make reimbursement on a mileage basis and, in addition, allow parking fees or other miscellaneous expenses. However, in our opinion, it is doubtful that the Regulations were intended to cover the situation confronting training instructors and others in CIA, who find it necessary to make frequent short trips within the city because security considerations will not permit conduct of the business in CIA buildings.

4. We recommend that consideration be given to the following:

(a) Assignment of vehicles to organizational units where the volume of business warrants.

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(b) More extensive use of the Motor Pool when vehicles described in (a) are not available.

(c) The use of public transportation when (a) and (b) are not available.


(d) The use of taxi cabs when (a), (b), and (c) are not available; and

(e) The use of privately owned automobiles for regular trips of a definite duration, when properly authorized in travel orders, and for miscellaneous trips when no other means of transportation is available.

If the use of privately owned automobiles for short trips within the city is approved, we recommend consideration of reimbursement at a fixed mileage rate, and parking fees when necessary within the District of Columbia. Our reason for recommending that privately owned vehicles be used within the city only as a last resort, is that claims therefor are excessively difficult and expensive to administer. Even if claimed on a monthly basis, we believe it would cost the Government considerably more than the amount of the claim to effect payment and process the vouchers.

5. We recommend that this matter be referred to the Transportation Branch prior to re-submission to the Deputy Director.

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Acting Chief, Finance Division

Attachment

UNCLASSIFIED	RESTRICTED	CONFIDENTIAL	<del>SECRET</del>
(SENDER WILL CIRCLE CLASSIFICATION TOP AND BOTTOM)			
CENTRAL INTELLIGENCE AGENCY OFFICIAL ROUTING SLIP			

TO		INITIALS	DATE
1	Mr. [Redacted]	WJB	10/11/51
2	Mr. [Redacted]	WJ	
3	Mr. [Redacted]	WJB	
4	Comptroller		
5			
FROM		INITIALS	DATE
1	Comptroller	WJB	3 Dec 51
2			
3			

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<input type="checkbox"/> CONCURRENCE	<input checked="" type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: (1) Payt. of 7¢ per mile in lieu of actual expense including parking, appears reasonable, if trips itemized and are not to & from work. — However, there is no basis, or apparent justification for paying actual charges for parking fee over 17¢ per mile. Basis of payment would have to be either (1) actual & necessary expenses or (2) 7¢ per mile in lieu of actual expenses.

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FORM NO. 30-4

UNCLASSIFIED RESTRICTED CONFIDENTIAL SECRET  
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CENTRAL INTELLIGENCE AGENCY  
OFFICIAL ROUTING SLIP

TO		INITIALS	DATE
1	<i>The Comptroller</i>		
2	<i>ATT Mr. Saunders</i>		
3			
4			
5			
FROM		INITIALS	DATE
1	<i>Mgmt</i>	<i>MS</i>	
2			
3			

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<input type="checkbox"/> CONCURRENCE	<input type="checkbox"/> RECOMMENDATION	<input type="checkbox"/> FILE

REMARKS: *if agreed by item 13 of*  
*my staff want same Deal-*  
*The other two dont have call -*  
*P.S. I know you feel this*

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TO : Col. [ ] Chief, TRD

13 January 1951

FROM : Chief, CTB/TRD

SUBJECT: Request for Mileage and Parking Fee Reimbursement for Privately Owned Automobiles of CTB Instructors.

1. The moving of the Covert Training Branch from Building 13 to the Recreation and Service Building presents an immediate and serious transportation problem for CTB instructors, daily, to come and go from the office to our covert training sites. While at Building 13, it was always possible to hail a taxicab at Constitution Avenue and 23d Street which is not the case where we are now situated.

2. It is granted that, on occasion, it would no doubt be possible to hail a cruising taxicab on Ohio Drive. However, the uncertainty of this, coupled by the fact that in the ordinary course of our daily routine six or seven men must leave the office at about the same time each morning to meet scheduled appointments, makes it obvious that cruising taxicabs are no solution to the problem. Other alternatives, such as using the CIA Shuttle or public bus service to Constitution Avenue and 23d Street, and there getting a taxicab, or of daily ordering a fleet of taxicabs to the office, are impractical, time-consuming, and not feasible security-wise.

3. Further, to fully appreciate the problem, it is noted that our heavy workload and the limited number of instructors and training sites makes it necessary usually for each instructor daily to have appointments with two different students at two different sites with the attendant necessity of shuttling back and forth to the office to pick up and dispose of classified training materials, books and equipment.

4. Studied consideration makes it evident that the only workable and secure solution of the problem is for individual instructors to use their privately-owned automobiles for which they should be given reimbursement. This previously had been allowed, but on 1 July 1950 Confidential Funds ruled that no further reimbursement would be allowed for mileage charges on privately-owned automobiles within the District of Columbia limits and, further, that no reimbursement would be forthcoming for parking fees. In respect to the parking fee problem, it is noted that it is usually impossible to park an automobile within a reasonable distance of several of our downtown covert sites. It is therefore necessary to resort to public parking lots, the substantial daily charges for which also should be recognized reimbursable expenses for official business.

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5. A procedure has already been established whereby CTB instructors are issued a Domestic Travel Order valid for six months, which authorizes mileage reimbursement on privately-owned automobiles for training trips outside of the District of Columbia. It is noted that at this time all of our covert sites are located within the limits of the District of Columbia. Instructors, under this procedure, are reimbursed out of a Revolving Fund established for CTB to cover such expenses upon the instructor's submission of a signed itemized expense account which is audited and approved by Confidential Funds.

6. Approval and authorization is hereby requested that the Domestic Travel Orders in question be amended, authorizing reimbursement for mileage charges on privately-owned automobiles and parking fees for all travel on official business whether within or without the District of Columbia.



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9 April 1951

MEMORANDUM FOR: THE COMPTROLLER  
CENTRAL INTELLIGENCE AGENCY

SUBJECT: Administrative Policies Governing the Use  
of Taxicabs

1. Staff officers of OPC have recently protested alleged inconsistencies between the Fiscal and Finance Divisions in the matter of accepting or rejecting claims for reimbursement of taxi fares. They also have called attention to the fact that paragraph [ ] of the Confidential Funds Regulations contains no positive statement of administrative policy regarding the use of taxicabs. Each of the three circumstances cited in the regulation pertain exclusively to the use of taxis under security conditions which warrant or require the nonuse of government or public transportation facilities. Consequently, by implication at least, taxis may never be authorized for other reasons. Lastly, attention has been called to the Standardized Government Travel Regulations, as amended 1 October 1950. The wording used in Section 3, Paragraph 11, seems to indicate a more lenient and possibly realistic government view toward the use of taxis.

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2. The only criteria cited in the Standardized Government Travel Regulations, however, is that the use of such facilities be authorized or approved as "advantageous to the government". The result is that neither the employee nor the approving officer has any clear concept as to when the use of taxis may be properly authorized or approved, particularly when taxis are used at the designated post of duty.

3. I recommend in view of the above, that the CFR's be amended to include a positive statement of policy permitting the use of taxicabs, and, secondly, that a series of circumstances or criteria be prepared which can be issued in appropriate administrative instructions for the guidance of employees, approving and authorizing officers, and Fiscal and Finance Certifying Officers.

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Deputy Comptroller

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9 April 1951

MEMORANDUM FOR: THE COMPTROLLER  
CENTRAL INTELLIGENCE AGENCY

SUBJECT: Administrative Policies Governing the Use  
of Taxicabs

1. Staff officers of GPC have recently protested alleged inconsistencies between the Fiscal and Finance Divisions in the matter of accepting or rejecting claims for reimbursement of taxi fares. They also have called attention to the fact that paragraph [ ] of the Confidential Funds Regulations contains no positive statement of administrative policy regarding the use of taxicabs. Each of the three circumstances cited in the regulation pertain exclusively to the use of taxis under security conditions which warrant or require the use of government or public transportation facilities. Consequently, by implication at least, taxis may never be authorized for other reasons. Lastly, attention has been called to the Standardized Government Travel Regulations, as amended 1 October 1950. The wording used in Section 3, Paragraph 11, seems to indicate a more lenient and possibly realistic government view toward the use of taxis.

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2. The only criteria cited in the Standardized Government Travel Regulations, however, is that the use of such facilities be authorized or approved as "advantageous to the government". The result is that neither the employee nor the approving officer has any clear concept as to when the use of taxis may be properly authorized or approved, particularly when taxis are used at the designated post of duty.

3. I recommend in view of the above, that the GTR's be amended to include a positive statement of policy permitting the use of taxicabs, and, secondly, that a series of circumstances or criteria be prepared which can be issued in appropriate administrative instructions for the guidance of employees approving and authorizing officers, and Fiscal and Finance Certifying Officers.

[ ]  
Deputy Comptroller

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16 April 1951

MEMORANDUM FOR: THE COMPTROLLER  
CENTRAL INTELLIGENCE AGENCY

SUBJECT: Administrative Policies Governing the  
Use of Taxicabs

REFERENCE: My memo of 9 April 1951, Same Subject

There are attached the following memoranda which  
supplement my referenced memorandum:

- a. Memo dtd 5 April 51 to the Deputy Comptroller  
from the Finance Division; Subject: Audit Policies  
Governing Unvouchered Funds
- b. Memo (copy) dtd 20 March 51 to the Acting Chief,  
Finance Division from the Deputy Comptroller;  
Subject: Audit Policies Governing Unvouchered Funds.



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Deputy Comptroller

Encls - 2  
Memos listed above

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5 April 1951

MEMORANDUM

TO : Deputy Comptroller

FROM: Finance Division

SUBJ: Audit Policies Governing Unvouchered Funds

1. Reference is made to your memorandum dated 20 March 1951, subject same as above, wherein it is requested that the Finance Division prepare a list of justifications for the use of taxicabs generally submitted by the persons requesting reimbursement from unvouchered funds.

2. A review of a considerable number of claims for reimbursement for taxicabs in Washington reveals the following justifications as predominant:

- (a) Transportation in company with individuals employed by CIA in a covert capacity which precluded use of Government transportation for security reasons.
- (b) Transportation to a covert meeting place which precluded the use of Government transportation for security reasons.
- (c) Transportation required to meet an urgent fixed appointment at a time when Government transportation was not available.
- (d) Transportation required to transport unusually bulky documents or delicate or cumbersome equipment at a time when Government transportation was unavailable and an urgent need existed for this service.
- (e) For general operational use when pool cars were not available.

3. It is to be noted that the revised Standardized Government Travel Regulations, as amended 1 October 1950, states in Section 3, Paragraph 11, that:

"The hiring of boat, automobile, taxicab, aircraft, livery, or other special conveyance will be allowed if the use of such facilities is authorized or approved as advantageous to the Government whenever the employee is engaged on official business within or outside his designated post of duty." (Underlining supplied.)

Accordingly, it is felt that Paragraph ☐ of the Confidential Funds Regulations should be amended to establish the Agency policy relative to the determination of "advantageous to the Government".

It is felt that a general rule should be established to the effect that

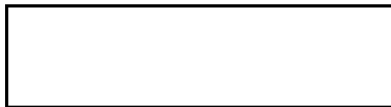
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saving, and other pertinent factors should be spelled out in the Regulations to provide for a consistent and equitable manner of reviewing and auditing claims for the reimbursement for the use of taxicabs.



Acting Deputy Chief, Finance Division

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20 March 1951

MEMORANDUM FOR: ACTING CHIEF, FINANCE DIVISION

SUBJECT: Audit Policies Governing Unvouchered Funds

1. In a recent conversation with the Comptroller, you made the statement that in some respects the audit policies, criteria and requirements governing expenditures of unvouchered funds were more restrictive than those applicable to vouchered funds. Consistent with this statement, several persons from the covert offices have made similar statements in the past year.

2. It would appear highly desirable to determine the exact nature of these alleged variations and to eliminate them wherever possible as it is obviously undesirable that this Agency have varying policies and procedures governing the same types of expenditures.

3. It is suggested that a comparative study be specifically made of possible variations of vouchered and unvouchered audit standards governing travel expenses, and, in particular, the use of taxicabs. I believe that the standards under which taxicabs may be used for reasons of security are well established. However, there appears to be no positive statement in Agency Regulations as to when taxicabs may be utilized as being in the best interests of the Government where security is not the predominant factor. This means that taxicab expenses are allowed or disallowed on the basis of the justifications presented by the persons submitting the vouchers. It is suggested that you prepare a list of circumstances which the Finance Division and the Audit Division normally consider adequate. A similar list secured from the Fiscal Division will provide a basis for comparison and elimination of inconsistencies in practice.

Deputy Comptroller

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Proposed Amendment - CIA Regulation

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Incidental Travel at Posts of Duty

A. As a general rule, government or public (street car, bus, etc.) transportation shall be used for travel at an employee's post of duty. Employees may travel by taxi or personal automobile, as provided in the Standardized Government Travel Regulations, where such travel is authorized or approved as advantageous to the Government, in terms of the press of business, relative time and expense of the various means of transportation, value to the Agency of the employee's time, protection of security, and other factors.

B. Reimbursement for travel by taxi without prior written orders shall be limited to the metropolitan area of an employee's post of duty except as may be specially authorized or approved in individual cases to meet emergency situations. Reimbursement for travel by private automobile shall normally be made only where the travel was made pursuant to a travel order or prior authorization. Reimbursement for private automobile travel shall be made on a mileage basis in lieu of actual cost.

C. Agency Form No.       , "Claim and Receipt Chit" may be submitted for reimbursement for incidental travel by taxi or public transportation performed by an employee at his post of duty. To expedite the handling of such claims, the Comptroller may establish petty cash funds in the Transportation Division and elsewhere for the processing of such claims.

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CLAIM AND RECEIPT CHIT

Received \$ \_\_\_\_\_ representing reimbursement for  
actual official expenses for: \_\_\_\_\_  
taxi, bus or streetcar

<u>Date</u>	<u>No. Trips</u>	<u>Amount</u>
-------------	------------------	---------------

I certify that I have not nor will I be reimbursed for the above expenses from any other source and that such expenses were not incurred in travel between home or places where meals were taken, and places of duty. Justification for this expense is shown on reverse hereof.

_____ Approved	_____ Date	_____ Signature
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(FRONT)

- // 1. Government transportation not available in reasonable time and urgent fixed appointment.
- // 2. Government transportation not useable due security reasons.
- // 3. Other reasons why advantageous to government.  
(Specify)

(BACK)

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